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## Chris Swope

### Lansing City Clerk

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September 24, 2015

Members of the Lansing City Council  
10th Floor City Hall  
Lansing, MI 48933

Dear Councilmembers:

The Minutes from the Meetings of the following Boards, Commissions, and Authorities of the City of Lansing were placed on file in the City Clerk's Office and are available for review in the City Clerk's Office and on the City Clerk's website ([www.lansingmi.gov/clerk](http://www.lansingmi.gov/clerk)) under the heading of "Documents Placed on File."

**BOARD NAME**

**DATE OF MEETING**

Board of Trustees Employee Retirement System

June 18, 2015  
July 23, 2015

Lansing Entertainment & Public Facilities Authority

June 23, 2015

Board of Police Commissioners

August 18, 2015

Board of Public Service

August 13, 2015

Downtown Lansing Inc.

August 13, 2015

If my staff or I can provide further assistance or information relative to the filing of these minutes, please contact us at 483-4131.

Sincerely,

Chris Swope, CMC, CMMC  
Lansing City Clerk

Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
517-483-4131 □ 517-377-0068 FAX  
[www.lansingmi.gov/clerk](http://www.lansingmi.gov/clerk) □ [clerk@lansingmi.gov](mailto:clerk@lansingmi.gov)

**OFFICIAL PROCEEDINGS OF THE BOARD OF  
TRUSTEES  
CITY OF LANSING  
EMPLOYEES RETIREMENT SYSTEM -Updated**

Regular Meeting  
City Council Conference Room  
10th Floor, City Hall  
Lansing, MI

June 18, 2015  
Thursday, 8:30 a.m.

The Board met in regular session and was called to order at 8:38 a.m.

Present: Dedic (8:42), McCaffery, Munroe, D. Parker, M. Parker, Wood – 6  
Absent: Trustee Bernero,, McIntyre

Others: Angela Bennett, Karen E. Williams, Finance Department; Attorney Kenneth Lane, Clark Hill (representing the City Attorney's Office).

It was moved by Trustee Wood and supported by Trustee Mark Parker to approve the Official Minutes of the Employees' Retirement System Board Regular Meeting of May 14, 2015.

Adopted by the following vote: 5 - 0

It was moved by Trustee Wood and supported by Trustee Parker to approve the Official Minutes of the Joint Employees' Retirement System Board and the Police and Fire Retirement System Board Regular Meeting of May 14, 2105.

Adopted by the following vote: 5 - 0

There were no public comments.

Trustee Mark Parker introduced Laurel McDevitt, Dewpoint project manager who replaced Dawn Polihonki who retired. Ms. McDevitt discussed her experience as a senior manager, and her work with other software implementation and her previous work with municipalities and government agencies.

Trustee Dedic arrived to the meeting.

RECEIVED  
JUN 17 2015  
CITY OF LANSING

**Employees Retirement System  
Regular Meeting of June 18, 2015  
Page 2**

Secretary's Report. 1 new member(s), 0 reinstatement(s), 0 refund(s), 0 transfers, 2 retired. Total active membership: 315. Total deferred: 68. 1 death(s), Jerome R. Droste, (Public Service/UAW, retired 8/2/1977), died 6/2/2015, no beneficiary. Refunds made since the last regular meeting amounted to \$0.00. Retirement allowances paid for the month of June 2015, amounted to \$1,956,962.17. Total retirement checks printed for the ERS System: 911. Eligible domestic relations orders received: 0. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

Trustee McCaffery noted that Mr. Droste was married and inquired if the beneficiary nomination could be amended.

Karen Williams explained that at the time of Mr. Droste's retirement, he selected a straight life benefit and did not name a beneficiary for his pension benefits. The pension selection and beneficiary nomination are irrevocable after retirement.

It was moved by Trustee Wood and supported by Trustee Dedic to approve the following requests for Regular Age & Service Retirement:

Leslie M. Cooper (Public Service/Teamster), 11 years, 7 months of service credits, age 57, effective April 25, 2015. (Non Duty Death)

Karen Williams explained the provision of non-duty death and informed the Board that the spouse was named as the Option A beneficiary.

Adopted by the following vote: 6 – 0

It was moved by Trustee Dedic and supported by Trustee Munroe to approve the following requests for Regular Age & Service Retirement:

Michael A. Louth (Parks/UAW), 16 years, 5 months of service credits, age 58, effective June 1, 2015. (From Deferred)

Adopted by the following vote: 6 - 0

There were no requests for duty disability retirements.

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Ms. Williams reported that a letter was sent to Applicant #2014 – E0619 requested additional material per the applicant with the Medical Director's request. The applicant has been unable to provide the requested data.

Attorney Ken Lane opined that if there is no response to the request for additional material, the application would be considered withdrawn.

**Employees Retirement System  
Regular Meeting of June 18, 2015  
Page 3**

There were no requests for refunds of accumulated contributions

The Employees Retirement System Board noted that Trustee McIntyre is an ex-officio member that does not need to be excused.

Trustee Mark Parker provided an oral report for his attendance at the MAPERS Spring Annual Conference. Trustee Parker detailed the workshop he attended. He discussed problems of different municipalities such as the city of Detroit. Trustee Parker also discussed other workshops that reviewed correlated assets, equity/bonds and asset allocation.

Attorney Ken Lane provided a review of the legislative breakfast held at MAPERS. He discussed Senate Bill 102 that focused on state teachers. Attorney Lane also discussed employees that retiree and come back as a contract employee. Issues arise if a person gets a pension, but continues to work the exact same job and hours. During one of the workshops, the moderator stated this situation can be problematic and violate the IRS code if specific contracts are not in place. Attorney Lane recommended that Employees Retirement System Board perform a due diligence review of the city contract provisions.

Trustee Dedic reported regarding the workshop dealing with issues from the Michigan prospective at the MAPERS Conference.

Trustee Dennis Parker added his report and discussed the Workshop "Kentucky Fried Pension that discussed funding issues with different municipalities.

Trustee Wood recommended having a Joint Committee of the Whole meeting with both Retirement Board to learn about the pension plans and the work that the Boards are doing on behalf of the retirement systems.

Trustee Dedic suggested legal counsel research HB4052 and inquired about the City's position on the bill. Trustee Dedic stated that the bill could strip local and affect the City.

Trustee Wood reported that City Council has plans to take a position opposing HB 4052 and Trustee Wood have plans to send letters to every senator expressing the position on HB 4052.

The Employees Retirement System discussed the implications of SB 28 and that it may affect union employees being allowed during work day to attend trustee meetings.

Trustee Wood stated that she believed members should receive release time.

**Employees Retirement System  
Regular Meeting of June 18, 2015  
Page 4**

Ken Lane will look at the impact of the bills and provide an update on the legislative issues.

Karen Williams reported that the Employees Retirement Board discussed due diligence visits in the fall. Ms. Williams indicated once a decision had been made, the visits would need to be arranged in coordinate with Asset Consulting Group (ACG). ACG recommended due diligence visits to Northern Trust and William Blair.

Attorney Lane did not have a Retirement Ordinance update.

Attorney Lane distributed a copy of the revised Investment Policy. Attorney Lane also discussed the Northern Trust settlement. The settlement administrator will determine the amount that will be received by the Employees Retirement System Board.

Attorney Lane explained that the settlement is not based upon any fraud. The lawsuit claims that Northern Trust could have made better investment choices within in its direct securities lending program.

Attorney Lane also discussed an amended election policy that takes into account the re-organization of City Departments. The current election policy has three employee elected positions from the following departments: Public Service; Parks, Planning and Neighborhood Development; and City Hall. The Employees Retirement System Board temporarily suspended the rules to allow two members of Public Service to serve on the Board. The Public Service Department has twice as many employees as other departments.

Trustee Wood recommended a review of the Ordinance to review the language that designates elected members.

Attorney Lane discussed that the Policy would govern grey areas not addressed in the Retirement Ordinance.

Trustee Munroe expressed concern about having balance on the Board, when re-organization changes membership in departments.

Trustee Dedic suggested have three at-large employee trustees with a City Wide vote

Attorney Ken Lane reported that the Private Advisors contract had been reviewed and was ready for signatures and a July 1, 2015 funding.

Ken Lane reported that the Police and Fire Retirement Board had voted to extend the deadline for the actuarial data exchange between the Finance Department and Boomershine Consulting Group.

**Employees Retirement System  
Regular Meeting of June 18, 2015  
Page 5**

Ms. Angela Bennett requested additional time to provide the financial data to the actuary. She reported that the demographic information had been sent, but the financial data had been delayed due to priorities with the Tegrity software implementation and staff shortage.

It was moved by Trustee Wood and supported by Trustee Dedic to extend the Annual Report Policy deadline to transfer data from Finance Department to Boomershine Consulting Group.

Adopted by the following vote: 6 – 0.

Ms. Bennett noted that a main concern of Plan funding is how to address the issues of the City's continue ability to plan future contributions in the budget.

Ms. Williams presented the Quarterly Expenses Report and Securities Lending Report for the month of May 2015.

Trustee McCaffery announced his retirement from the Employees' Retirement System Board.

The Employees Retirement Board thanked Trustee McCaffery for his dedicated years of service.

It was moved by Trustee Wood and supported by Trustee Mark Parker to adjourn the Employees Retirement System Board meeting.

Adopted by the following vote: 6 – 0.

The meeting adjourned at 9:43 a.m.

Minutes approved on \_\_\_\_\_

\_\_\_\_\_  
Angela Bennett, Secretary  
Employees Retirement System

\_\_\_\_\_  
Dennis R. Parker, Chairperson  
Employees' Retirement System

**OFFICIAL PROCEEDINGS OF THE BOARD OF  
TRUSTEES  
CITY OF LANSING  
EMPLOYEES RETIREMENT SYSTEM**

Regular Meeting  
City Council Conference Room  
10th Floor, City Hall  
Lansing, MI

July 23, 2015  
Thursday, 8:30 a.m.

RECEIVED  
JUL 25 SEP 17 AM 10:45  
LANSING CITY CLERK

The Board met in regular session and was called to order at 8:36 a.m.

Present: Dedic, Good, Munroe, D. Parker, M. Parker, Wood – 6  
Absent: Trustee Bernero , McCaffery, McIntyre

Others: Angela Bennett, Karen E. Williams, Finance Department.

It was moved by Trustee Wood and supported by Trustee Mark Parker to approve the Official Minutes of the Employees' Retirement System Board Regular Meeting of June 14, 2015.

Adopted by the following vote: 5 - 0

There were no public comments.

Secretary's Report. 1 new member(s), 0 reinstatement(s), 0 refund(s), 0 transfers, 2 retired. Total active membership: 316. Total deferred: 69. 1 death(s), Tsuyako DesRochers, died 7/7/2015, age 86, beneficiary of Teamster retiree. Refunds made since the last regular meeting amounted to \$0.00. Retirement allowances paid for the month of June 2015, amounted to \$1,903,877.64. Total retirement checks printed for the ERS System: 916. Eligible domestic relations orders received: 0. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

Trustee Wood requested that the total retirement checks printed for both systems be included in the secretary's report.

It was moved by Trustee Wood and supported by Trustee Mark Parker to approve the following requests for Regular Age & Service Retirement:

Cindy Fontus (District Court/Teamster), 11 years, 6 months of service credits, age 58, effective July 1, 2015. (From Deferred)

Adopted by the following vote: 6 – 0

**Employees Retirement System  
Regular Meeting of July 23, 2015  
Page 2**

There were no requests for duty disability retirements.

There were no requests for non-duty disability retirements.

Karen Williams reported that Troy J. Stowell, Parks, Teamster, not vested had requested his accumulated contributions of \$19,852.01.

It was moved by Trustee Wood and supported by Trustee Munroe to approve the following request for refund of accumulated contributions:

Troy J. Stowell, Parks, Teamster, not vested \$19,852.01

Adopted by the following vote: 6 – 0.

Trustee Wood recommended that the Employees' Retirement System excuse Trustee McCaffery from the July meeting. Trustee Wood indicated that the City Council had not received information from the Mayor's Office regarding the McCaffery's resignation from the ERS Board. Trustee Wood stated that the City Charter provides 60 days for the Mayor to report the information to Council.

It was moved by Trustee Good and supported by Trustee Dedic to excuse Trustee McCaffery from the July Meeting of the Employees Retirement System Board.

Adopted by the following vote: 6 - 0

The Employees Retirement System Board noted that Attorney Ken Lane requested that he be excused from the July Meeting due to other work obligations.

The Employees Retirement System Board noted that Trustee McIntyre is an ex-officio member that does not need to be excused.

Karen Williams distributed conference information for the upcoming MAPERS Fall Conference and the NCPERS Public Safety Conference

Karen Williams reported that the Police and Fire Retirement Board voted to go have due diligence visits to Northern Trust and William Blair in early November Ms. Williams indicated once a decision had been made, the visits would need to be arranged in coordination with Asset Consulting Group (ACG).

Karen Williams reported that Trustee McIntyre informed her that the work on the Retirement Ordinance has been placed on hold due to outstanding issues with some of the union agreement.



**Employees Retirement System  
Regular Meeting of July 23, 2015  
Page 3**

Karen Williams provided a legal counsel update of pending items. Ms. Williams discussed Attorney Lane's revision to the election policy that would prohibit no more than one such elected member from the same division in any one city department.

The ERS Board discussed the recommendation to the election policy provided by the legal counsel.

Trustee Dedic expressed concern on some of the language. He preferred at-large membership and a City Wide election for the elected members.

Trustee Munroe expressed concern about having balance on the Board, when re-organization changes membership in departments. Trustee Munroe recommended having at least one elected member designated as City-Wide.

Trustee Wood recommended that legal counsel work with the City Attorney's Office to provide an amendment to the Retirement Ordinance that had generic language allowing the ERS Board to modify the rules by policy. The Board requested that the election policy amendment be provided to City Council as soon as possible prior to the August Employees Retirement System Board meeting to bring the Board into compliance with the Ordinance.

Ms. Williams indicated that there was no movement of Senate Bill 280 since June.

Karen Williams distributed a recommendation from Asset Consulting Group to approve the amendment to the Invesco Mortgage Recovery Fund II. Ms. Williams reported that Attorney Ken Lane reviewed the amendment and provided a report that stated his consistent with the review by Asset Consulting Group. Attorney Lane did not have any concern with the amendment requested by Invesco.

It was moved by Trustee Dedic and supported by Trustee Good to approve the Invesco Mortgage Recovery Fund II amendment.

Adopted by the following vote: 6 – 0

Karen Williams provided a consent form to be signed by the chair of the ERS Board and submitted to Invesco.

Karen Williams informed the Employees Retirement System that the Retirement Office had received requests from organizations who wished to be linked to the web site. The Board decided to not allow links from outside nongovernmental agencies or organizations that were not vendors of the Retirement System due to security concerns.

**Employees Retirement System  
Regular Meeting of July 23, 2015  
Page 4**

Trustee Mark Parker provided an update of the Tegrity software project. Trustee Parker reported that Tegrity and the City are working on security issues and have scheduled a go live for August.

Karen Williams reported that the Retirement Office is performing user acceptance testing on calculator, report, and actuarial processes. The Retirement Office will continue to work with Tegrity past the go live date to fine tune and continue the manual data migration. Ms. Williams also recommended that the Special Projects subcommittee meet to determine placement of the website estimator on the Retirement site.

Trustee Dennis Parker requested a status update on the actuarial data.

Ms. Bennett indicated that the financial data had been submitted to the actuary. Ms. Bennett reported that the demographic material had been submitted earlier and Boomershine would be reviewing the material and contacting the Finance department with the questions to complete the valuation.

Trustee Dedic reported that he would not be able to attend the August 20, 2015.

Ms. Williams presented Securities Lending Report for the month of June 2015.

It was moved by Trustee Wood and supported by Trustee Dedic to adjourn the Employees Retirement System Board meeting.

Adopted by the following vote: 6 – 0.

The meeting adjourned at 9:20 a.m.

Minutes approved on \_\_\_\_\_

\_\_\_\_\_  
Angela Bennett, Secretary  
Employees Retirement System

\_\_\_\_\_  
Dennis R. Parker, Chairperson  
Employees' Retirement System

**LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
JUNE 23, 2015  
MINUTES**

At 8:04 a.m., Chairman Tim Barron, called the meeting to order inside "The View" of Cooley Law School Stadium, located at 505 E. Michigan Ave., Lansing, MI 48912.

**COMMISSIONERS PRESENT:** Tim Barron, Angela Bennett (Ex-Officio), Cindy Bowen, James W. Butler III, Tim Kaltenbach, Linda Sims-Wright and Charlotte Sinadinos.

**COMMISSIONERS EXCUSED:** Jim DeLine (Ex-Officio), Charles Janssen, Robert Johnson (Ex-Officio) and Charles Mickens.

**OTHERS PRESENT:** Scott Keith, Paul Ntoko, Tristyn Wright, Heidi Brown, Jennifer McFatridge, Gus Pine, Shelly Busse – Lansing Entertainment & Public Facilities Authority and Jack Alexander.

**III. ESTABLISHMENT OF THE AGENDA:** Chairman Barron stated the Personnel Committee report will be moved to the end of the agenda because the Committee will review the President/CEO Annual Review in a closed session.

**IV. PUBLIC COMMENT:** Jack Alexander stated he has concerns about the sinks in the men's restrooms not working, the dugout area has not been addressed, there is a leak in row ten, some light towers work; some don't, the wall in right field needs to be painted, right field bleacher seats need to be replaced. Jack stated an additional 1.5 million dollars will be needed to address these concerns. Jack asked if there are plans to fix these areas and if so, when.

Chairman Barron thanked Jack for his comments and stated he appreciates his concern; noting this project is a lot of work and many are working hard to make this a great finished product. Scott reported the team is reviewing the top priority items with the City. Scott stated the field is the top priority and that is what will be done along with drainage work for the field.

**V. APPROVAL OF THE MINUTES FOR MAY 19, 2015:** Chairman Barron asked for a motion to approve the minutes from the May 19, 2015 meeting.

MOTION: Commissioner Bowen  
Motion unanimously carried.

SUPPORT: Commissioner Butler

**VI. REPORTS:**

**A. CHAIRMAN'S REPORT:** Chairman Barron stated he is very pleased and excited with the ball park project progress.

**B. SECRETARY/TREASURER'S REPORT:** Jennifer McFatridge, Vice-President of Finance, reported financial information for month-ending May 2015:

**1. May 2015 Financial Information:**

RECEIVED  
2015 SEP 17 PM 2:11  
LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY

- a. **Lansing City Market:** Total Operating Revenue year-to-date is \$101,670 compared to the prior year's amount of \$109,214. Total Expenses year-to-date is \$177,154 compared to the prior year's amount of \$180,582. Excess Revenues over Expenses year-to-date is a loss of (\$27,011) compared to last year's loss amount of (\$26,640).

Balance Sheet: Total Cash is \$58,967 compared to last year's amount of \$58,588. Total Current Assets is \$85,742 compared to last year's amount of \$75,345. Accounts Receivable is \$26,507 compared to last year's amount of \$14,678. Accounts Payable is \$55,701 compared to the prior year's amount of \$23,588. Unreserved Equity is \$18,055 compared to the prior year's amount of \$49,013.

Budget vs. Actual: Total Operating Revenue is behind budget by (\$23,298). Total Operating Expenses is behind budget by (\$4,229). Excess Revenues over Expenses year-to-date is behind budget by (\$27,528).

- b. **Cooley Stadium:** Total Operating Revenue year-to-date is \$5,297 compared to last year's amount of \$6,476. Total Expenses year-to-date is \$302,257 compared to the prior year's amount of \$288,727. Excess Revenues over Expenses is a loss of (\$14,544) compared to last year's loss amount of (\$3,145).

Balance Sheet: Total Cash is \$214,803 compared to last year's amount of \$214,590. Total Assets are \$2,281,741 compared to the prior year's amount of \$312,861. Accounts Receivable year-to-date is \$1,974,302 compared to the prior year's amount of \$2,064. Unreserved Equity year-to-date is \$86,594 compared to the prior year's amount of \$99,804.

Budget vs. Actual: Total Operating Revenue year-to-date is \$1,184 ahead of budget. Total Expenses are behind budget by (\$12,000). Excess Revenues over Expenses are behind budget by (\$10,816).

- c. **Lansing Center:** Total Operating Revenue year-to-date is \$5,797,143 compared to the prior year's amount of \$5,109,944. Total Expenses year-to-date is \$6,353,953 compared to the prior year's amount of \$5,745,795. Excess Revenue over Expenses is \$430,558 compared to the prior year's amount of \$333,936.

Balance Sheet: Total Cash is \$59,846 compared to last year's amount of \$77,858. Accounts Receivable is \$778,935 compared to the prior year's amount of \$581,318. Accounts Payable is \$199,312 compared to last year's amount of \$193,625. Unearned Revenue/Advance Rent is \$323,813 compared to the prior year's amount of \$399,059. Unreserved Equity year-to-date is \$1,054,313 compared to the prior year's amount of \$731,858.

Budget vs. Actual: Total Operating Revenue is ahead of budget by \$1,338,499. Total

Expenses are over budget by (\$935,500). Excess Revenue over Expenses is ahead of budget by \$438,228.

Secretary/Treasurer Tim Kaltenbach moved to accept the May 2015 financials for the Lansing City Market, Cooley Law School Stadium and the Lansing Center be received as published and further that the monthly expenses for each entity be accepted.

MOTION: Commissioner Kaltenbach      SUPPORT: Commissioner Sinadinos  
Motion unanimously carried.

2. **Fiscal Year 2015-2016 Budget:** Secretary/Treasurer Kaltenbach moved the 2015-2016 Fiscal Year budget be accepted.      SUPPORT: Commissioner Sinadinos  
Motion unanimously carried.

C. **PRESIDENT & CEO REPORT:** Scott Keith, President & CEO, reported the following:

1. **Welcome:** Scott welcomed everyone to "The View" and noted the space is still under construction, but being utilized. Scott sated carpet, walls, ceiling tiles and (eventually) a viewing system will be in place soon.  
Commissioner Sims-Wright asked if the project is still on track. Scott stated the project is on track; noting a few small tasks need to be completed.
2. **Common Ground:** Scott reported comp tickets have been reduced for everyone; asking that people interested in tickets purchase them. Scott stated he has been meeting with Ingham County Commissioners in order to obtain a sponsorship. Ticket sales are ahead of the last 2 years' sales by more than 10%. Scott sated he has a discount code for tickets if anyone is interested in purchasing additional tickets.
3. **Jazz on the Grand:** Scott stated an announcement was made last week and sponsorship interest peaked as a result of the announcement. Scott reviewed the performers and schedule of events. Scott stated we have encouraged the City Market vendors to stay open late on these performance nights.
4. **Honeywell Conference Note:** Scott reported on the Honeywell conference and discussed a speaker who highlighted Lansing as a city that is "anticipatory and forward thinking."
5. **FOIA Policy:** Scott reported City Council updated and approved the FOIA policy and LEPFA will do the same.
6. **Bonus Approval:** Scott stated the Finance Committee approved an increase based on the LEPFA bonus program policy for employees eligible.
7. **Outgoing Board Member Recognition:** Scott recognized Commissioner Sinadinos for her many years of service to the LEPFA Board and reviewed both her professional and personal accomplishments. Chairman Barron presented Commissioner Sinadinos with a Plaque of recognition.
8. **City Pulse:** Scott stated the City Pulse reported on the Jazz on the Grand series and also ran an article regarding the City Market. Scott noted the City Market article was good and

the City Pulse seems to be supporting our efforts.

**D. STRATEGIC PLANNING COMMITTEE:** Scott reported he is meeting with Carl walker and Associates regarding downtown parking. Scott stated the Ad Hoc Committee is set to meet on July 29<sup>th</sup>. Plans for a Lansing Center facility audit and auditor search will begin in this fall.

**E. NOMINATING COMMITTEE:** Commissioner Kaltenbach reported the Committee met on May 26<sup>th</sup> to discuss the 2015 – 2016 LEPFA Board officers. Chairman Barron will continue as Chair; noting the Vice-President typically assumes the Chair position and the fact that Vice-Chair Sims-Wright has time constraints, it is best that Chairman Barron remain as Chair. Commissioner Kaltenbach will assume the Vice-Chair position and Commissioner Butler will serve as Secretary/Treasurer. A motion to accept the 2015 – 2016 Board Officers was made.

MOTION: Commissioner Sinadinos      SUPPORT: Commissioner Butler  
Motion unanimously carried.

**F. STAFF REPORTS – VICE PRESIDENTS/STAFF:**

1. Tristyn Wright: Tristyn reported on the river walk renovations; including the gazebo, planters, new plants and updated landscaping. DK Security has been selected as the new security company for the Lansing Center and will begin work at 12:01 a.m. on July 1<sup>st</sup>. Negotiations with AMTA began last week and should not take long. The City Market Manager position closed yesterday; 12 resumes were received and interviews will begin after Common Ground. Tristyn reviewed the City Market capital improvements as well as the Taste of Country concert held at the ball park.
2. Heidi Brown: Heidi thanked the Board for their support of the updated FOIA policy. Heidi stated she is reviewing the application process and Employee Manual. Heidi reviewed all vacant positions. An in-service meeting will be held tomorrow with Sparrow regarding a “Be Well at Work” program. Heidi thanked Commissioner Sinadinos for her years of service.
3. Paul Ntoko: Paul stated the fiscal year will close stronger than initially anticipated; noting the staff has worked hard both inside and outside the building. The Lansing Center received an award from the Great Lansing Food Bank for all the meal donations given to the food bank.
4. Gus Pine: Gus reported on the success of the OrgPro event; noting there was a lot of pressure on Operations and Food & Beverage staff to make everything perfect. Gus stated he will meet with the client on Thursday to discuss and wrap-up the event. Gus stated we received many compliments from our clients and competitors. Gus stated he is finalizing the Marketing plan for the year and will provide a strategy during the August meeting.

**VII. COMMISSIONER & STAFF COMMENTS:**

- A. Scott Keith: Scott presented the City Market article from the City Pulse to the Commissioners for review. Commissioner Sims-Wright asked if the City Market was filled to capacity yet. Scott stated no; and reviewed what we are looking for in potential vendors.
- B. Commissioner Kaltenbach: Commissioner Kaltenbach stated the gazebo use is well received. He will miss Commissioner Sinadinos on the Board; noting it was a pleasure to serve alongside her. Commissioner Kaltenbach stated he appreciates why there is a cut in comp tickets for Common Ground and stated he will be happy to take any available Snoop Dog tickets.
- C. Commissioner Sinadinos: Commissioner Sinadinos thanked Scott for the farewell reception and stated it was very nice.
- D. Commissioner Butler: Commissioner Butler stated he will miss Commissioner Sinadinos; noting they have served on this Board from the beginning. Commissioner Butler asked Scott to review the Jazz on the Grand series dates.
- E. Commissioner Sims-Wright: Commissioner Sims-Wright offered her thanks to Commissioner Sinadinos for her dedication and service to the LEPFA Board.

At 9:12 am, Commissioner Kaltenbach moved the Board go into a Closed Session to discuss the terms of the President/CEO evaluation. SUPPORT: Commissioner Butler

At 9:18 a.m. the meeting resumed in an Open Session.

A motion was made to accept the recommendations of the Personnel Committee regarding the President/CEO contract.

MOTION: Commissioner Kaltenbach                      SUPPORT: Commissioner Butler  
Motion unanimously carried.

Scott thanked everyone for their support of him and the staff; noting their confidence is appreciated. Scott stated we have accomplished a lot as a team and believes the progress at the ball park and the City Market are turning points for both properties.

**VIII. OLD BUSINESS:** None.

**IX. NEW BUSINESS:** None.

**X. ADJOURNMENT:** At 9:23 a.m. the meeting was adjourned.

**THE NEXT MONTHLY MEETING IS SCHEDULED FOR:**  
**AUGUST 25, 2015**  
**BANQUET ROOM 8 – LANSING CENTER**

Respectfully Submitted,  
Shelly Busse, Recording Secretary





Mike Yankowski, Chief

## Lansing Police Department Board of Police Commissioners

120 West Michigan Avenue  
Lansing, MI 48933  
Phone: (517) 483-4600  
Fax: (517) 377-0162



Virg Bernero, Mayor

### BOARD OF POLICE COMMISSIONERS MEETING OF TUESDAY, August 18<sup>th</sup>, 2015

#### MEMBERS PRESENT

Commissioner Patty Farhat, Chairperson  
Commissioner Robert Noordhoek, Vice Chairperson  
Commissioner Drew Macon, Member  
Commissioner Clyde Carnegie, Member  
Commissioner Sandra Kowalk-Thompson, Member  
Commissioner Bill Renfrew, Member

#### OTHERS PRESENT

Bernard Brantley, Commission Investigator  
Mike Yankowski, Chief of Police  
Michelle Reddish, Recording Secretary  
Kristen Simmons, Legal Advisor

MEMBERS OF THE PUBLIC/GUESTS PRESENT - None, no public present at the meeting.

CALL TO ORDER - After establishing a quorum, Chairperson Farhat welcomed everyone and called the meeting to order at 5:30 p.m. Commissioner Kowalk-Thompson led the Pledge of Allegiance.

PUBLIC COMMENT ON AGENDA ITEMS - None, no public present at the meeting.

ADDITIONS TO THE AGENDA - None, there were no additions to the Agenda.

SPECIAL PRESENTATION - None.

APPROVAL OF MINUTES - The Board reviewed the July, 2015, meeting minutes. Commissioner Noordhoek made a motion to approve the July Minutes, supported by Commissioner Kowalk-Thompson; approved unanimously. The Board reviewed the August Special Board Meeting Minutes. Commissioner Noordhoek made a motion to approve the Special Board Meeting Minutes, supported by Commissioner Kowalk-Thompson; approved unanimously. The minutes of the regular meeting of July 2015 and the Special Board meeting minutes for August 5<sup>th</sup>, 2015, were approved and will be placed on file with the Lansing City Clerk's Office.

EDUCATION PRESENTATION - None, no Education Presentation this month.

#### ADMINISTRATIVE REPORT from Chief Mike Yankowski

- Passed out a copy of the COPS article and photo of Officer Mandi Brunner and participants at the Michigan Special Olympics games in 2014. This photo was selected to be in the calendar, being published by the Department of Justice, for the month of August. This will be produced at the national level and will be released, nationally, through social media.
- The 2014 Annual Report is scheduled for the Public Safety Committee's review. After the City Council approves it, the report will be placed on the department's website and some hard copies will be produced.
- The hiring process continues. Two out of three process have been completed. Three officers will begin on August 24<sup>th</sup>, 2015. The second group of ten officers being sponsored by the department, began on August 17<sup>th</sup>, 2015. They should graduate on December 11<sup>th</sup>, 2015. The Certified Certifiable process is pending scheduling interview dates.
- The Citizens Police Academy class of twenty-one graduated. There was a good mix of individuals. The classes met for eleven weeks, three hours a session. The goal of the department is to hold one academy per year. The cost of the program is \$5,000.
- The department completed the body camera pilot program. Proposals, policies, and procedures are being worked on along with the RFP process. There is one leading company that would turn into a yearly cost versus all the money at once. The department is waiting to get word on two grant applications. All the vendors are already upgrading their equipment.
- The GREAT Program has had a lot of events and community outreach over the summer. A lot of thanks go to Captain Daryl Green and Sergeant Rodney Anderson for their leadership.
- National Night Out was held on August 11, 2015. Attended a variety of block parties.
- Attending part one of a five part series called "Everybody Matters" which will be taught by Lashaun Erby. Police personnel, community members, and stakeholders will be present.

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LEGAL ADVISOR UPDATE from Kristen Simmons – None, no update.

HUMAN RELATIONS AND COMMUNITY SERVICES LIAISON REPORT from BERNARD BRANTLEY FOR DR. JOAN JACKSON-JOHNSON

- The Mobile Food Pantry is very low on food. The next food pantry will be on September 15<sup>th</sup>, at Pilgrim Church of God and Christ.
- Kids Connect is on August 31<sup>st</sup>, 2015, at the Lansing Center.

FRATERNAL ORDER OF POLICE – No comment, no representative was present.

UNFINISHED BUSINESS – None.

CORRESPONDENCE SENT AND RECEIVED – Commissioner Renfrew made a motion to receive and place on file correspondence for the month of July; supported by Commissioner Macon; carried unanimously.

DEPARTMENT REPORTS – Commissioner Renfrew made a motion to receive and place on file department reports for the month of July; supported by Commissioner Kowalk-Thompson; carried unanimously.

BOARD COMMITTEE REPORTS

- Gov't/Community Liaison Committee - Commissioner Kowalk-Thompson thanked the Greater Lansing and Convention Bureau for allowing the board to hold their August meeting in their conference room. She stated she spoke with A 'Lynne Boles-Robinson about board members attending the Second Saturday meetings for her ward. A 'Lynne told Commissioner Kowalk-Thompson that it wasn't a problem about board members attending. She wanted to let board members know they were invited to attend. Commissioner Sanchez-Gazella has attended a Public Safety meeting and she will attend a Second Saturday meeting.
- Awards & Incentives Committee - None.
- Budget Committee - None.
- Complaint Committee - Commissioner Farhat stated the committee will be meeting soon.
- Commission Investigator's Report - None.

COMMISSIONER'S COMMENTS

Commissioner Kowalk-Thompson She thanked the City of Lansing and the Lansing Police Department for providing tickets to the City Suite to watch a Lugnuts Game. Commissioner Kowalk-Thompson is very proud of retired officer Gary Masseau for helping the women trapped in her car during the rain storm.

Commissioner Renfrew stated he echoed Commissioner Kowalk-Thompson's sentiments in regards to retired officer Gary Masseau. He appreciates everything Chief Yankowski has done.

Commissioner Carnegie stated the Labor Day holiday is coming up and he is sure the department has plans to keep the citizens safe. He stated school will be starting soon and the department is working with the Safety Council in efforts to keep students safe.

Commissioner Macon stated the GREAT Program thanks Chief Yankowski for everything that was done to help them with the School Resource Officer Conference. He participated in a round ball classic and cooked hotdogs at the LENO Picnic.

Commissioner Farhat thanked Chief Yankowski and Mayor Bernero for attending the National Night Out party at her house.

OTHER BUSINESS/DISCUSSION ITEMS – Procedures – Chief Yankowski gave an overview of four procedures 300-22 Ride Along, 300-24 Outside Investigations, 600-39 Police Employee Involved Critical Incident, and the Trauma Team. He stated that, while the board only gives approval on administrative procedures, he is asking for their input on these procedures. He stated these procedures are being reviewed because they needed to be cleaned up and to ensure they are reflective of the department's mission statement. Slight modifications were made to the procedures, such as changing some words etc. Board members asked a few questions regarding the policies and were in favor of Chief Yankowski moving forward with the policies.

PUBLIC COMMENT – None, no public present.

ADJOURNMENT - 7:00 p.m.

**REGULAR MEETING OF  
BOARD OF PUBLIC SERVICE  
August 13, 2015**

**PRESENT:** Cleo Anderson, Lyndon Babcock, Ron Bloomberg, Nancy Mahlow,  
Samara Morgan, Shirley Rodgers, and Alfreda Schmidt

**ABSENT:** None

**STAFF:** Bill Brunner, Chad Gamble, and Andrew Kilpatrick

**VISITORS:** None

**1) CALL TO ORDER:**

Chair Rodgers called the meeting to order at 11:35 a.m., at the Lansing Public Service Department Wastewater Treatment Plant.

- a. Roll Call
- b. Excused Absences: No Absences

**2) ADJUSTMENTS/APPROVAL OF THE AGENDA:**

Chair Rodgers announced two requests for additions to the agenda. If time allows they will be under Communications, one from Mr. Babcock and one from Ms. Mahlow. Ms. Schmidt moved, Mr. Anderson seconded, MOTION CARRIED UNANIMOUSLY, to approve the agenda, with the additions.

**3) APPROVAL OF BOARD MINUTES:**

**July 9, 2015**

Mr. Bloomberg moved, Ms. Morgan seconded, MOTION CARRIED UNANIMOUSLY to approve the minutes for July 9, 2015, as presented

**4) CITIZEN COMMENTS ON AGENDA ITEMS: None**

**5) ACTION ITEMS:**

11:40 a.m. Mr. Gamble arrived

Traffic Requests:

#15-003 Parking Regulation Request: 200 South Walnut Street – Based on the need to improve sight distance for Allegan Street Traffic, the Transportation and Non-Motorized Section is recommending prohibiting a portion of parking on west side of Walnut Street and removal of parking meter #4655–Ms. Schmidt moved to approve the recommendation, Mr. Bloomberg seconded, MOTION CARRIED (6-0).

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#15-004 Parking Regulation Request: 200 West Ottawa Street – Based on more parking spaces needed, the Transportation and Non-Motorized Section is recommending the installation of three metered parking spaces on the north side of Ottawa Street – Mr. Bloomberg moved to approve the recommendation, Ms. Schmidt seconded, MOTION CARRIED (6-0).

11:45 a.m. Ms. Mahlow arrived

#15-006 Downtown Area Metered Parking Time Limit Change – Based on the Parking Service Office evaluation, the Transportation and Non-Motorized Section is recommending time limit changes – Ms. Schmidt moved to approve the recommendation, Mr. Bloomberg seconded, MOTION CARRIED (7-0).

#15-001 Parking Regulation Survey Shiawassee Street between Verlinden Avenue and Memphis Avenue – Based on survey results and the street width, the Transportation and Non-Motorized Section is recommending removing the parking prohibition along the north side of Shiawassee Street from Verlinden Avenue to Memphis Street – Mr. Bloomberg moved to approve the recommendation, Ms. Morgan seconded, MOTION CARRIED (7-0).

**6) REPORT OF OFFICERS:**

Traffic Engineering Division: A written report was distributed.

Mr. Kilpatrick gave a brief overview of the report. Discussion followed.

Wastewater Division: A written report was distributed.

Mr. Brunner gave a brief overview of the report. Discussion followed. Chair Rodgers recommended new board members to take a tour of the facility in the future.

**7) DIRECTOR'S REPORT:**

Mr. Gamble updated the board on projects. The board questioned what ramifications the department had from the rain storm this past Monday. Discussion followed.

12:44 p.m. Mr. Gamble left

**8) UNFINISHED BUSINESS:**

a. Tabled Traffic Request: #14-005 Traffic Control Request: Hanover Drive and Wellesley Drive, Mr. Bloomberg motioned to remove request from being tabled, Ms. Mahlow seconded, MOTION CARRIED (7-0) – Based on a safe approach speed study and to eliminate right-of-way confusion at this intersection, the Transportation and Non-Motorized Section is recommending the installation of yield signs on Hanover Drive at Wellesley Drive – Mr. Bloomberg moved to approve the recommendation, Ms. Morgan seconded, MOTION CARRIED by roll call vote (7-0).

b. Review and approve Draft Fiscal Year July 1, 2016 – June 30, 2017 Public Service Board Resolutions presented by Mr. Bloomberg: After minimal discussion, Ms. Mahlow moved,

Mr. Anderson seconded, MOTION CARRIED (7-0), to approve the FY17 Board of Public service Resolutions

1:02 p.m. Ms. Morgan, Mr. Anderson, and Mr. Bloomberg left, the meeting continues as a committee of the whole.

9) **NEW BUSINESS:** None

10) **COMMUNICATIONS AND INFORMATION ITEMS:** None

11) **ITEMS FOR THE SUSPENSION OF THE RULES:**

The committee of the whole discussed Consent Agendas and Public Comments, no action was taken.

12) **PUBLIC COMMENTS ON NON-AGENDA ITEMS:** None

13) **ADJOURN:**

The meeting adjourned at 1:17 p.m.

Respectfully submitted by,  
Janette Tate, Recording Secretary

Downtown Lansing Inc.  
Board of Directors Meeting Minutes  
DLI Conference Room  
August 13, 2015 @ 9 a.m.

**Members Present:** Terry Carella, Karl Dorshimer, JV Anderton, Phil Clacko,  
Doug Johns Jr.  
**Members Absent:** Tameko Richard  
**Board Advisor Present:** Austin Ashley  
**Board Advisors Absent:** Jessica Yorko  
**Guests Present:** Officer Salmon  
**Staff Present:** Mindy Biladeau, Brittney Reiley, Layna Anderson  
**Staff Absent:** None

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**I. CALL TO ORDER**

T. Carella called the meeting to order at 11:45 a.m.

**II. CITIZENS COMMENTS:**

None

**III. APPROVAL OF AGENDA AND MINUTES:**

P. Clacko motioned to approve the agenda of the August 13th meeting and the minutes from the July 31st meeting. K. Dorshimer seconded. Motion passed unanimously.

**IV. OTCA UPDATE**

A. Ashley presented the OTCA update. He noted that the last OTCA outdoor theater event will be Friday August 14<sup>th</sup> at dusk and Field of Dreams will be featured. ArtFest is scheduled for August 15<sup>th</sup>. He informed the board that the notice of the Creative Places Grant was placed in the Old Town e-newsletter.

**V. COMMUNITY POLICING UPDATE**

Officer Salmon reported that downtown has been busy in the past months. Four police officers are being put on foot in the district on weekend evenings. There have been no significant issues with nightlife venues. He urged the board to contact him if they have any issues.

**VI. DOWNTOWN MAINTENANCE UPDATE & REPORT**

No one from Lake State was able to attend the meeting. M. Biladeau reported that everything has been going smoothly downtown from a maintenance perspective. She noted that weeds have been an issue downtown and Lake State is actively working to eliminate the weed issues due to rain.

**VII. CORRESPONDENCE:**

No Report

**VIII. REPORTS**

**Board President's Report-T. Carella**

- T. Carella noted that Taste of Downtown was a very successful and fun event
- T. Carella gave an update on the Promotions committee. The committee has decided to change the amount of food and wine tickets for next year. The committee is continuously working on how Taste of Downtown can improve. Josh Holiday will be the new committee chair and will do a wonderful job.
- She reminded the board that evaluations for M. Biladeau are due by Friday August 21<sup>st</sup>.

### **Director's Report-M. Biladeau**

- M. Biladeau noted that fundraising for Silver Bells has been going good, and we currently have raised \$88,000 which is over halfway to the goal of approx. \$168,000.
- The first Silver Bells Coordinating Meeting will be August 18<sup>th</sup>.
- She thanked the board for filling out main street self-assessments that were due August 7<sup>th</sup>
- The main street annual report has been submitted
- M. Biladeau is working to get lighting secured for the Michigan Ave Mural and the unveiling is scheduled for October 8<sup>th</sup> at 3:30 p.m.
- M. Biladeau gave an update on Downtown Businesses and noted that Midtown Brewing Company has expanded their bar to include 45 taps total, Glazed and Confused has opened, Domino's Pizza is opening Saturday August 15<sup>th</sup>, Lansing Brewing Company is scheduled to open this fall and Sparrow Fast Care is scheduled to open November 1<sup>st</sup>.
- M. Biladeau gave an update on the Design Committee. The committee is working on a grant to enhance façade program during Silver Bells. They are hoping to add stills of classic holiday movies during Silver Bells. Walking Tours are wrapping up and all tours were very successful this year. Finally, the committee is still working on permitting.
- M. Biladeau gave an update on the Business Development Committee. The committee is working on the annual business owner's survey and is having good responses so far. The results of this survey will be shared with the board and all committees once complete. The committee is working on creating a business recruitment package and signage for available storefronts.
- The Public Spaces Committee is hosting a Family Movie Night on the Capitol Lawn on August 21 and will be showing Finding Nemo. The movie starts around 8 p.m. or at dusk.

### **Financial Report:**

The committee reviewed the June financial reports. K. Dorshimer noted that the June income was \$11,455.93 and the Expenses were \$39,216.57. There is a year to date fund balance of \$15,370.50. P. Clacko motioned to place the financial report on file and J. Anderton seconded.

## **VIII. DISCUSSION/ACTION ITEMS**

### **A. Taste of Downtown Wrap Up**

- The board discussed that there was room to develop more sponsorship opportunities for Taste of Downtown 2016, especially a large presenting sponsors. J. Anderton stated that he thought it was a good idea to hold Taste on the same day as the R.E. Olds Car Capital Celebration. He seen some spillover to Taste from that event. Overall, the event was great and volunteers did an amazing job.

### **B. Quarterly Leadership Meetings with Mayor Bernero**

- T. Carella stated that Mayor Bernero is hosting quarterly leadership meetings with City boards and commissions. The first meeting with DLI leadership is September 10. T. Carella, K. Dorshimer and P. Clacko volunteered to attend these meetings.

**X. OTHER BUSINESS:**

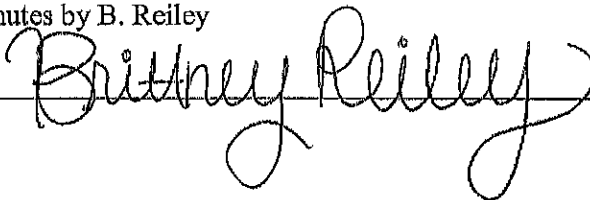
-PSD Assessment Workgroup Update: Hoping to have data needed from the City Assessing office in mid-August and after this we will be able to go forward with putting together a few options for consideration and for reaching out to potential partners.

-Knapp tiles: Karl Cleaning update: K. Dorshimer has hired an intern who will be working on this project.

**XI. ADJOURN:**

J. Anderton motioned to adjourn at 1 p.m. K. Dorshimer seconded. Motion passed unanimously.

Minutes by B. Reiley

A handwritten signature in cursive script, reading "Britney Reiley", is written over a horizontal line.